

# Ways to Synchronize Outlook Data

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There are two ways you can keep the contents of two or more personal folders (.pst) files identical.

### **Offline folders (requires Microsoft Exchange Server)**

The offline folders feature lets you take a folder from a network location, work with the contents of the folder while not connected to the network, and then automatically synchronize the corresponding network folder to make its contents identical. For example, if you're connected to a Microsoft® Exchange Server mailbox at work, and you also want to work with your Outlook® data on the road or at home, use offline folders. Another example of when to use offline folders is when the network or e-mail delivery service is down or when you are frequently in and out of your office. And offline folders can be compacted to save space on your computer.

### **Net Folders**

Net Folders are Outlook folders that automatically share information from your computer across the Internet. Updated information is automatically sent from your computer to other computers via e-mail, keeping the contents of the folders you choose synchronized on all the computers. For example, if you have an e-mail account at home that is different from your account at work, use Net Folders to share folders between your office and home accounts. Some folders, such as Inbox, Outbox, Microsoft Exchange Server public folders, and offline folders cannot be shared by using Net Folders.

**Note** For more information about either of these features, type the feature name in the Office Assistant or on the **Answer Wizard** tab in the Help window, and then click **Search**.